

An aerial photograph of Fort Eustis and the surrounding area in Newport News, Virginia. The map shows various landmarks including Eustis Lake, Goose Island, Skiffes Creek, and the Fort Eustis Main Gate. Major roads like Washington Blvd, Mulberry Island Rd, and Warwick Blvd are visible. The text "FACILITY MANAGER TRAINING" is overlaid in large, blue, italicized letters. Below it, "Joint Base Langley-Eustis, Fort Eustis" is written in black. Other labels on the map include "Fort Eustis", "Commissary", "Hickory Point", "RESERVOIR", "NORTH NEWPORT NEWS", "McDonald's", "IHOP", "Village At Stony", "The Fort Eustis Club", "Dozier Middle School", "The Ma", and "Warwick River".

# ***FACILITY MANAGER TRAINING***

**Joint Base Langley-Eustis, Fort Eustis**



## OVERVIEW



- 733 Civil Engineer Division's mission is to provide fire protection, emergency response, facilities engineering and operations support, infrastructure & real property management, comprehensive land use planning, environmental and housing management for JBLE-Fort Eustis.
- AFI 32-1001 *Operations Management*: Requires CE Squadrons to execute and manage a Facility Manager program to standardize guidance and streamline processes to improve customer service and mission execution.



# ***AGENDA***



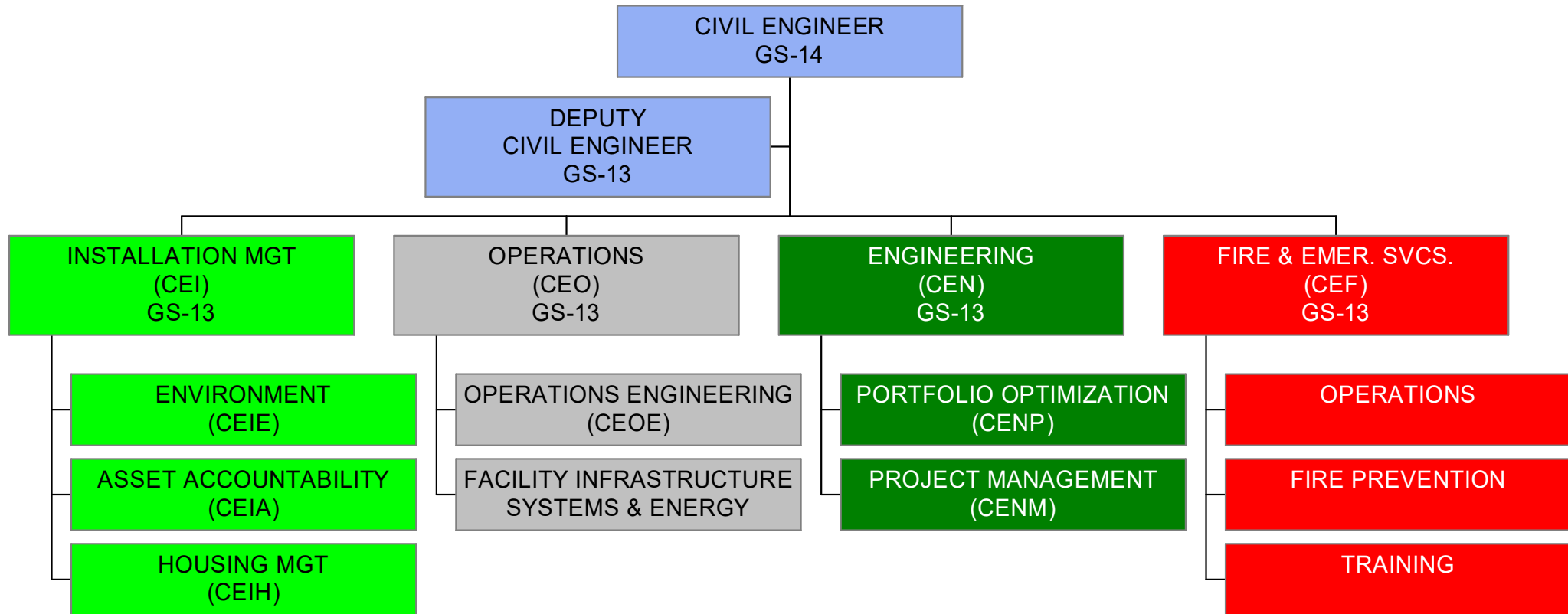
- CE Organization
- FM Responsibilities
- Real Property
- Getting Work Done
- Operations Flight
- Engineering Flight
- Energy Management
- Environmental Management
- Fire Protection



# ***FACILITY MANAGER RESPONSIBILITIES***



# 733D CIVIL ENGINEER DIVISION





# ***FACILITY MANAGER (FM) APPOINTMENT PROCESS***



- Must be appointed by **unit commander** (Battalion CC or Deputy Brigade level)
- Primary should reside in facility if practical
- Must be E-5+, officer, or civilian equivalent (GS-11)
- Must submit a new letter signed by commander to 733 CED/CEOE **ANNUALLY (NEW)** and **30 days** before deployment, retirement, or PCS
- Letter must have at least two contact numbers (duty and cell)
- Commanders may appoint only one primary and up to two alternates per facility.
- Commanders may appoint FM or other person, such as Collateral Duty Safety Officer to be Activity Environmental Coordinator (additional duty) as well. This additional duty is not insignificant and should be assigned in light of FM workload.



## ***AFI 32-1001***



- 5.3 FMs who fail to complete training will not be authorized to initiate work requests or place non-emergency service orders beginning FY17.
  - Ensure you stay current on the annual requirement for FM training and appointment letters
  - POC Desiree McHan, 878-2845
- 5.2.2 The unit commander will ensure all alterations, additions, or new construction to facilities are done with CE approval.
- CE approves all work in real property facilities, regardless of contract method or funding source. (E.g. site approvals, technical approvals, customer funded etc.)





## ***BUILDING POC DELEGATION***

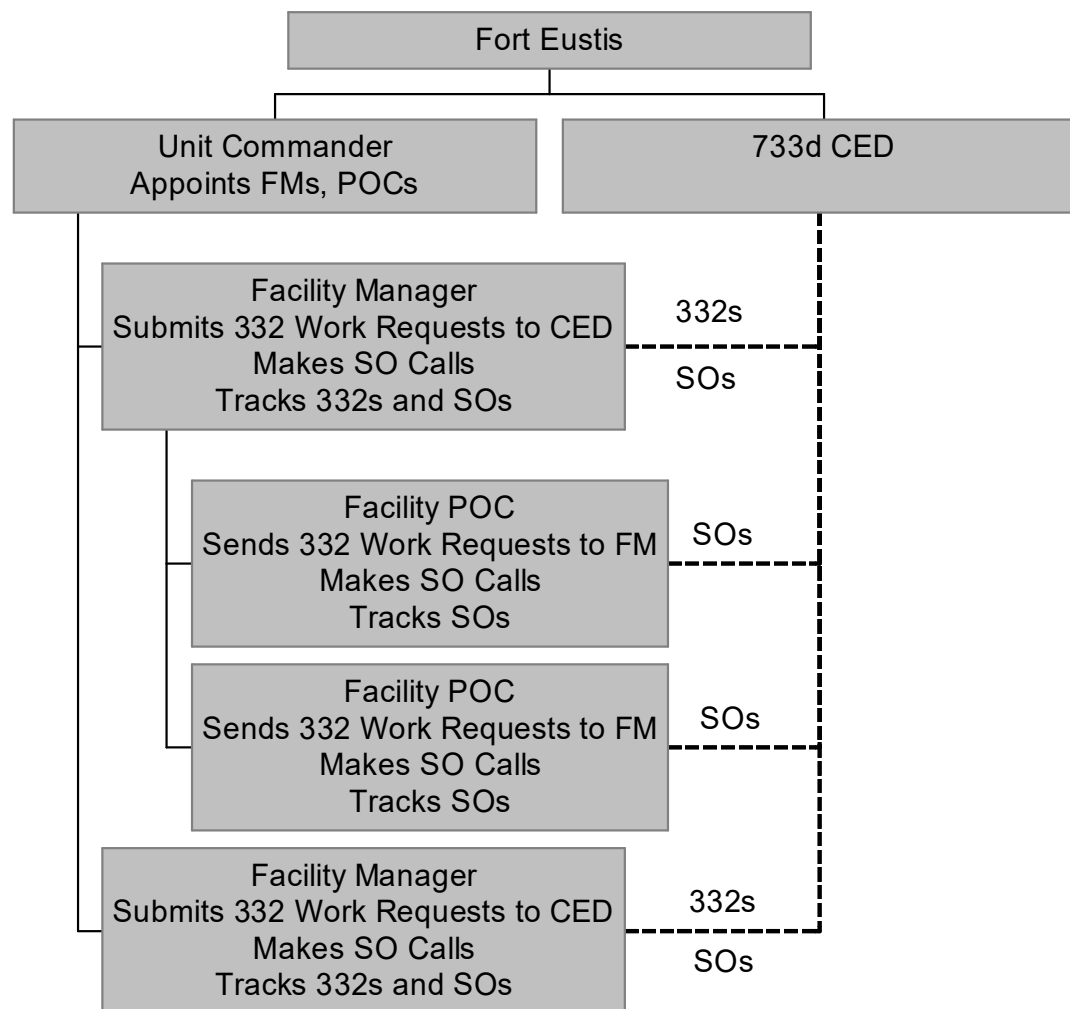


- Many Facility Managers are responsible for multiple facilities
- Commanders or Appointed Facility Managers are to select a POC from each facility they are responsible for.
- These POCs are responsible for placing Service Orders and notifying the Facility Manager of Work Request (AF 332) requirements.
- Building POCs MUST notify Facility Managers of all Service Orders placed.
- Commanders or Appointed Facility Managers must notify 733 CED when Building Managers change.
  - Try to pick POCs that will be relatively long-term.





# FM vs POC





# ***FACILITY MANAGER DATA CARD***



- Ensures occupants know who their FM's are.
- Post on ground/each floor of each facility by major entrances.
  - Available on CE Webpage:
    - <http://www.jble.af.mil/Units/Army/733d-civil-engineer-division>

FACILITY DATA CARD  
FOR OFFICIAL USE ONLY

## **FACILITY MANAGER INFORMATION**

PRIMARY FACILITY MANAGER

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(Name and Duty Phone)

ALTERNATE FACILITY MANAGER

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(Name and Duty Phone)

If you have any questions regarding work requests in your facility,  
contact one of the individuals listed above.



# ***FACILITY MANAGER RESPONSIBILITIES***



- PRIMARY FM
  - Care, custody and protection of assigned real property
  - Primary CED contact for your organization.
  - Provide commander with updates and current status of work
  
- ALTERNATE FM
  - Performs tasks of primary facility manager in the event of his/her absence
  - Ensures primary FM is aware of any work requests called into 733 CED during his/her absence.
  
- BUILDING POC
  - Submit Service Orders – notify FM.
  - Channel work requirements through the FM.



# ***FACILITY MANAGER RESPONSIBILITIES***



- Provide detailed descriptions of work requirements to Operations Flight (332s) or Customer Service Desk (Service Orders)
  - Vague or incomplete 332s will be returned.
- Keep a log book of all Work Requests (332s, 813s, & Service Orders)
  - Prevent duplicate requests
  - Keep copies of all AF Form 332s/813s submitted.
- Keep Commanders and leadership informed of progress of work orders.
  - The Base Civil Engineer (BCE) should not be the first POC contacted.
- Ensure building occupants know who the FM is and how to contact you with work requirements.



# ***FACILITY MANAGER RESPONSIBILITIES***



## **Snow and Other Inclement Weather**

- Before event, make sure heat is operational, and faucets are on a drip if applicable.
- Consolidate GOVs in one corner of parking lot.
- Removal of snow/ice from entrance ways & sidewalks (300' radius)
  - Sand and Salt will be stockpiled at Bldg. 1406 for FMs to use on sidewalks and steps.
  - BYOB – Bring your own Bucket, Shovel, and GOV. No truckloads. No dump trucks.
- After inclement weather (e.g. snow, hurricane), ensure a visual inspection of facilities for incident damage (frozen pipes, leaks, tree/wind damage) is completed in a timely and safe manner.
  - Including when installation is operating under limited conditions, OR if installation is open on weekends.
  - This responsibility is included on your appointment letter. If not, please resubmit a new appointment letter using the newest template.
- JBLE Snow/Ice Removal Plan will be made available on the 733 CED Website (see link at end of slides)



# ***REAL PROPERTY***



# ***REAL PROPERTY***



- The Real Property Office (RPO) is the functional entity that performs all installation Real Estate and Real Property work. It is the Office of Primary Responsibility (OPR) that executes:
  - Real Estate agreements
  - Key Control
  - Space Management
  - Assignments/Clearances
  - Inventory/Inspections
  - Asset Capitalization ...and more...
- Real Property includes the Land, Buildings, Structures, Utility Systems, and Improvements all found on the installation. It also includes some equipment attached to and made part of the buildings and structures (called Real Property Installed Equipment (RPIE)), but not movable equipment (Non-RPIE).





# ***REAL PROPERTY***



- Examples of RPIE:

- Computer Room Air Conditioners (Permanently Installed)
- Raised Flooring installed at time of Construction
- Above Ground Fuel Storage Tanks
- Air Dryers/Compressors (Permanently Installed)
- Fire Hydrants
- Garbage Disposal (Only when built in)
- Microwave Ovens (Only when built in)

- Examples of Non-RPIE:

- Water Fountains (Free Standing)
- Bowling Pin Spotters
- Ice Machines
- Lockers
- Portable Buildings (Sheds)
- Walk-In Freezer (Free Standing)
- Big Ass Fans™



# ***REAL PROPERTY***



- Real Property (RP) Facility Inventory/Inspections:
  - Annual Self-Inspections
  - Inventories-Rolling
    - Every five years; Every three years for Historical/Heritage Assets
    - Facility Managers will be contacted to participate with RPO during the scheduled inventory period.
    - Prior to actual inventory visit, Facility Managers will review s-File floor plan and provide changes to RPO.
- Real Property Annual Reconciliations:
  - Tenant Reconciliation
    - Personnel Count
    - Facility Number
    - Key Log
  - Grant Reconciliation



# ***REAL PROPERTY***



- Key Control/Accountability
  - Conduct Monthly inspections of all key holders.
  - Maintain a Key Log
    - List all key core numbers; receiver signs for key – Facility Manager Log
    - List all key core numbers and respective quantities – submit annually during Tenant Reconciliation
  - Submit “Key Request Form” for key duplication and lock re-cores to RPO
  - Only installation locksmith (BOS) will re-core locks and duplicate keys, unless Real Property determines otherwise (Medical, AAFES, NAF, etc.).
  - Only the Facility Manager can sign for keys, unless pre-arrangements are made with RPO in advance.



# REAL PROPERTY



SO# \_\_\_\_\_

Date: \_\_\_\_\_

MEMORANDUM THRU: Customer Activity Security Manager  
FOR: CED, Real Property Office  
SUBJECT: REQUEST FOR KEY SERVICES

**SECTION I: (To be completed by the Unit Key Control Officer)**

Organization : \_\_\_\_\_ Point of Contact (POC): \_\_\_\_\_

POC Telephone: \_\_\_\_\_ POC Email: \_\_\_\_\_

1. Request: 1) Key Duplication and/or 2) Lock Cores/Combinations Changed *(Circle Required Action)*

| BLDG # | ROOM # | CORE # | # KEYS NEEDED |
|--------|--------|--------|---------------|
| _____  | _____  | _____  | _____         |
| _____  | _____  | _____  | _____         |
| _____  | _____  | _____  | _____         |
| _____  | _____  | _____  | _____         |

2. This request is justified for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
UNIT KEY CONTROL OFFICER (Signature)

**SECTION II: (To be completed by Activity Security Mgr)**

Concur ☐ Nonconcur ☐

\_\_\_\_\_  
ACTIVITY SECURITY MGR (i.e., S2, TRADOC, 7th SUS BDE, FM, etc.)

**SECTION III: (To be completed by Real Property Office, CED)**

BOS CONTRACTOR  
ATTN: Locksmith

Payment Req'd \_\_\_\_\_ \$ \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
REAL PROPERTY OFFICE, CED (Signature & Date)

**SECTION IV: (DO NOT complete this section until job completed)**

I acknowledge receipt of and responsibility IAW Air Force Instruction 23-111 for the keys described above, and will return them when the space is vacated. I acknowledge that if the keys are lost, stolen, misplaced, damaged, need duplicating, etc..., through negligence beyond that of the 733rd CED, that it is my organizations responsibility to cover all costs associated with re-coring a lock or replacing/duplicating the keys, including re-keying the entire building, if necessary.

\_\_\_\_\_  
UNIT KEY CONTROL OFFICER (Signature)

\_\_\_\_\_  
UNIT KEY CONTROL OFFICER (Print Name)

## • Key Request Form

- Complete Section I and provide good information for Command POC.
- Command Security Mgr must sign off on request in Section II before submittal.
- Submit request to RPO to determine if Customer funding is required. Once funded RPO will process request.
- When Locksmith completes job, RPO will contact FM to pickup and sign for keys.



# REAL PROPERTY



| EMERGENCY NOTIFICATION   |  |
|--|--|
| BUILDING NUMBER: <input type="text"/>  |  |
| IF ENTRY IS REQUIRED INTO THIS BUILDING - NOTIFY:  |  |
| NAME:<br><input type="text"/>  | NAME:<br><input type="text"/>                  |
| OFFICE ADDRESS / UNIT:<br><input type="text"/>   | OFFICE ADDRESS / UNIT:<br><input type="text"/> |
| OFFICE TELEPHONE:<br><input type="text"/>  | OFFICE TELEPHONE:<br><input type="text"/>      |
| AFTER DUTY TELEPHONE:<br><input type="text"/>  | AFTER DUTY TELEPHONE:<br><input type="text"/>  |
| EMERGENCY DIAL 911<br>IF CALLING FROM A CELL PHONE - LET 911 KNOW YOU ARE ON FORT EUSTIS |  |

PRIVACY ACT STATEMENT AUTHORITY: Title 5 U.S.C. 552a and 44 U.S.C. 310.

PURPOSE/ROUTINE USE: Emergency Notification Poster is attached to the front door of a facility. The name, address and telephone number is required in order to ensure persons can be contacted in case the building is left unlocked, is broken into or some type of situation that does not constitute breaking doors/windows (i.e. Fire Alarm Trouble Notification). If emergency access is necessary when no point of contact is provided, and it does constitute breaking doors/windows, the Customer assigned the space is responsible for the damages incurred to secure and repair the facility.

DISCLOSURE AND EFFECT ON INDIVIDUAL: Disclosure of your address and telephone number is voluntary. If not furnished, you cannot perform duties as Primary or Alternate Facility Manager of property for which you are responsible. If a valid point of contact address and telephone number is not provided on this form, the Facility Manager must provide and keep updated information in the Ft Eustis Emergency Communications Center at (757) 878-1008.

Individuals whose signatures appear below have read the foregoing and consent to the disclosure of personal information recorded thereon.

PRINTED NAME

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

## • Emergency Facility Contacts

- All storage space/units must have an Emergency Notification Form posted where it is immediately visible (recommend front door).

- At minimum, working phone numbers must be readily accessible in the event of an emergency.



# REAL PROPERTY



| SPACE ALLOCATION REQUEST  |  |   |           |
|---|--|---|-----------|
| <small>ALL SPACE ALLOCATION REQUESTS MUST BE REVIEWED BY THE FACILITY BOARD. NO PERMANENT SPACE ASSIGNMENTS WILL BE MADE WITHOUT FACILITY BOARD APPROVAL.</small> |  |   |           |
| TO BE COMPLETED BY REQUESTING ORGANIZATION  |  |   |           |
| ORGANIZATION REQUESTING SPACE   | DATE OF REQUEST  | PROGRAM/PROJECT REQUIRING SPACE   |           |
| POC NAME  | POC PHONE NUMBER   | POC OFFICE SYMBOL (IF DIFFERENT)  |           |
| AMOUNT OF SPACE REQUIRED (IF KNOWN)   | TYPE OF SPACE REQUIRED<br><input type="checkbox"/> ADMINISTRATIVE <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> OTHER (EXPLAIN IN REMARKS) |   |           |
| DATE REQUIRED   | DURATION OF REQUIREMENT (I.E., PERMANENT OR TEMPORARY)   | IF TEMPORARY, DATE OF ANTICIPATED VACANCY   |           |
| BUILDING SPACE IS REQUESTED IN (IF KNOWN)   |  | JUSTIFICATION FOR SPACE REQUEST (I.E., MANPOWER INCREASE, NEW PROGRAM, ETC.)  |           |
| NUMBER OF PERSONNEL TO OCCUPY REQUESTED SPACE   |  | IF PERSONNEL INCREASES ARE THE JUSTIFICATION FOR THE SPACE REQUEST, IT IS THE RESPONSIBILITY OF THE REQUESTING ORGANIZATION TO HAVE THESE NUMBERS VALIDATED BY THE MANPOWER OFFICE PRIOR TO SUBMITTAL OF THIS FORM. |           |
| CIVILIAN:   | MILITARY:  | CONTRACTOR:   | TOTAL:    |
| REMARKS OR SPECIAL REQUIREMENTS   |  |   |           |
| COORDINATION<br><small>(MUST BE COMPLETED PRIOR TO SUBMITTAL TO FACILITY BOARD)</small>   |  |   |           |
| OFFICE SYMBOL   | NAME/RANK (TYPED OR PRINTED AND SIGNATURE)   | DATE  | TELEPHONE |
|   | POC IN REQUESTING ORGANIZATION   |   |           |
|   | GROUP / SQUADRON COMMANDER   |   |           |
|   | MANPOWER OFFICE (REQUIRED ON ALL PERSONNEL JUSTIFICATIONS)   |   |           |
| THE FOLLOWING FIELDS ARE FOR CE SQUADRON USE ONLY<br><small>(DATE AND INITIAL)</small>  |  |   |           |
| DATE RECEIVED BY  | DATE REVIEWED BY   | DATE APPROVED / DISAPPROVED BY FUB  |           |
| DATE COMPLETED BY   |  |   |           |

## • Space Allocation Request (SAR) Form

- Just because the space next to you is unoccupied, doesn't mean it's yours!
- SARs MUST be submitted to the CED Real Property Office (3 weeks prior to SMC).
- All SAR submittals must be reviewed and recommended for approval by the Space Management Committee (SMC) - approval comes from 733 MSG/CC.
- The SMC meets Quarterly.
- Once approved the Real Property Office will assign space accordingly.



# REAL PROPERTY



## ASSIGNMENT OR CLEARANCE RECORD

| CUSTOMER ID | CATEGORY CODE/DESCRIPTION | AREA SF | INSTALLATION CODE | FAC NUMBER |
|-------------|---------------------------|---------|-------------------|------------|
|             |                           |         |                   |            |
|             |                           |         |                   |            |
|             |                           |         |                   |            |

This building includes all items of equipment that are required to make the facility useable and are affixed as a permanent part of the structure. These items include but are not limited to:

| EQUIPMENT:                  | LATRINE FACILITIES: |
|-----------------------------|---------------------|
| Fire Extinguisher           | Commodes/Lavatories |
| Fan/Exhaust/Ventilation     | Urinals             |
| Fountain/Drinking/Wall Type | Shower Heads        |
| Light Fixtures/Fluorescent  | Sinks/Mop           |
| Thermostat                  | Water Heater        |
| Screens/Window              | Venetian Blinds     |
|                             |                     |

## GENERAL CONDITION OF THE BUILDING

|                       | FLOOR | CEILING | WALLS | WINDOWS | DOORS | EXTERIOR |
|-----------------------|-------|---------|-------|---------|-------|----------|
| 1 <sup>ST</sup> FLOOR |       |         |       |         |       |          |
| 2D FLOOR              |       |         |       |         |       |          |
| 3D FLOOR              |       |         |       |         |       |          |

## KEYS

| Quantity | Serial # | Quantity | Serial # | Quantity | Serial # |
|----------|----------|----------|----------|----------|----------|
|          |          |          |          |          |          |
|          |          |          |          |          |          |
|          |          |          |          |          |          |

REMARKS:

| DATE: | NAME, GRADE/TITLE OF RESP OFCR: | PHONE: | SIGNATURE |
|-------|---------------------------------|--------|-----------|
|       |                                 |        |           |

Real Property Office  
JBLE (Eustis)

## • Space Assignments/Clearances

- Once the SMC approves an SAR; the Real Property Office and the Facility Manager inspect the space before the Assignment Record is executed.
- The Facility Manager is responsible for the care of the real property they are assigned.
- When an Organization/Unit vacates space, the assigned Facility Manager MUST schedule for an inspection with the RPO to receive a Clearance Record -- even if the space is being re-assigned within the same command. (Follow the clearance checklist).
- See Handbook for detailed procedures.





# ***REAL PROPERTY***



- **Current Matters . . . . .**

- Inventory/Inspections for FY18 are close to completion – just a few outstanding inspections remain. Please work with Real Property, if you are contacted, for a speedy completion.
- No longer accepting Money Orders for Key Requests, only MIPRs.
- CED will continue to contact each FM to conduct a more detailed personnel reconciliation (nothing to do with RIF, or personnel actions) .



# ***QUESTIONS***



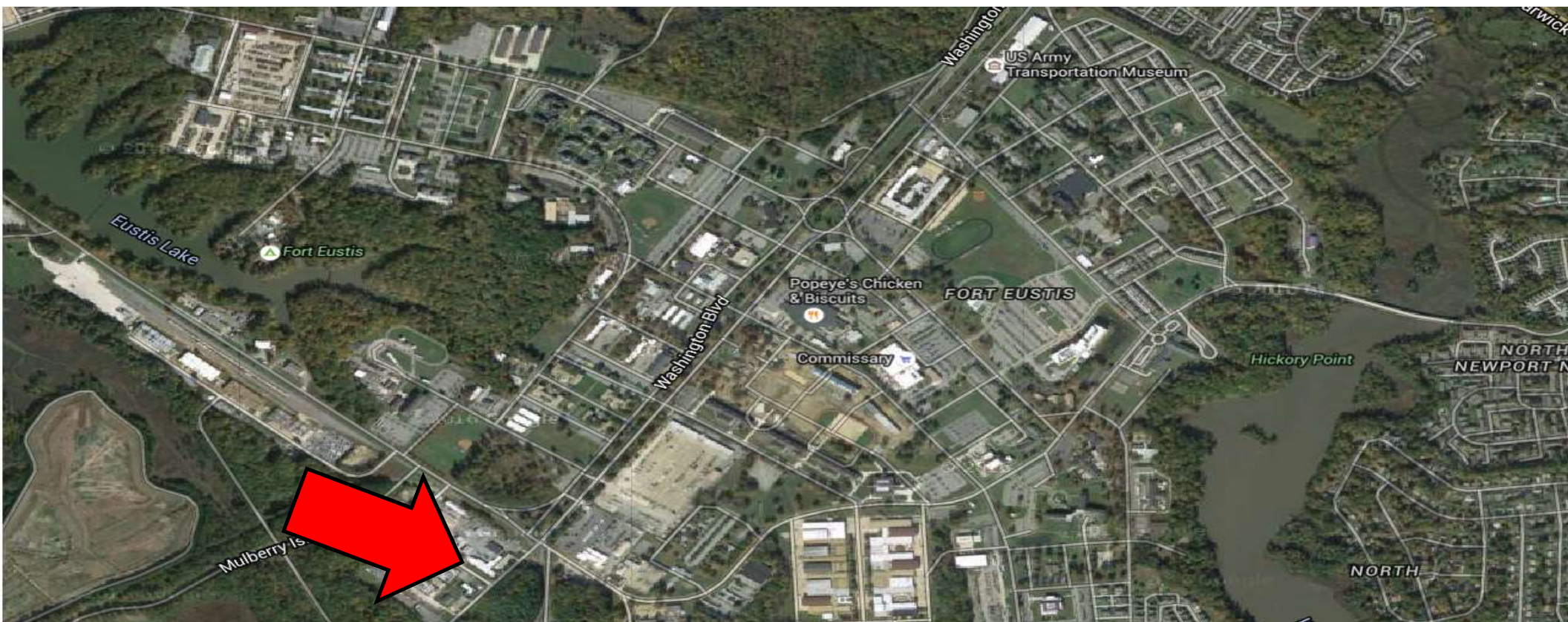
- **Real Property Questions can be directed to anyone on the Real Property staff:**
  - Heidi M. Smith, 757-878-5672
  - Arlene F. Sauve, 757-878-4129
  - Angelyn P. Risher, [Angelyn.p.risher.civ@mail.mil](mailto:Angelyn.p.risher.civ@mail.mil)



# ***HOW TO GET WORK DONE***



# BUILDING 1407





# ***BASE OPERATION SUPPORT (BOS) SERVICES***



- **Instead of Shops, JBLE-Eustis has a BOS Contractor**
- BOS Contract incorporates all shop functions for CED and executes the following:
  - Preventative maintenance on facility equipment.
  - Pesticide application, severe weather response, service order requests.
  - Generator operations and maintenance
  - Swimming pool maintenance
- **BOS does not handle paint work more than 200 SF, work more than 200 SF is handled through the Paint IDIQ Contract.**
- BOS Contracting Officer Representative (COR) – **Deborah Leslie 878-3284**



# ***WORK REQUEST CATEGORIES***



- Recurring Work (Preventative Maintenance)
- Service Orders
- Work Orders
  - Operations Projects
- Projects (Engineering)



# ***WORK REQUEST CATEGORIES***



- **Recurring Work (Preventative Maintenance)**
  - Scope and level of effort is predetermined.
  - All recurring work necessary to prevent breakdown of critical facilities, equipment, or utilities.
  - Ex. Storm drain cleaning, BMP maintenance, Elevator inspection, replacing filters, generator testing.





# ***SERVICE ORDERS***



- **FM**s and **Building POC**s may call or visit in person to request **Service Orders**.
  - Record **Service Order** number to facilitate follow-up and ensure completion.
  - **ANYONE** may place **EMERGENCY** **Service Orders**.
- **Customer Service Desk @ 878-5225 / 878-4357**
  - Hours of Operation: Mon-Fri, 0700-1600
- **Emergency After-Hours @ 878-5225** (redirects to Fire Dispatch)
- **Located: Bldg. 1407 (Washington Blvd.)**
- **NEW** **Email Service Orders:**
  - [usaf.jble.733-msg.mbx.ced-work-requests@mail.mil](mailto:usaf.jble.733-msg.mbx.ced-work-requests@mail.mil)
  - **CLOSE HOLD** Do Not Share with non **FM**s/**POC**s
  - Include all relevant information: **Bldg**, **POC** name/number, Detailed Description, etc.
  - Is **NOT** the quickest route for emergency/urgent matters.



# ***WORK REQUEST CATEGORIES***



- **Service Order (SO) Priorities**

- Priority 1- Emergency SO - One Hour response time.
  - “EMERGENCY” must be annotated on the SO.
  - Only for extreme circumstances.
  - Repair work will continue until condition has been corrected or stabilized.
  - Examples - gas leak, imminent loss of life, etc.
- Priority 1 – Critical SO – Four Hour response time.
  - Used when immediate action is required to prevent loss or damage to Government property, protect the environment, restore essential services, or respond to command priorities.
  - Work will continue until condition has been corrected or stabilized.
  - Examples - Water/Electric Outages, No AC/Heat (entire facility during extreme temps)



# ***WORK REQUEST CATEGORIES***



- **Service Order (SO) Priorities (cont'd)**
  - Priority 2 – Urgent SO – Two business day response time with 5 business day completion (if parts are on hand).
    - Used when the failure in service does not immediately endanger personnel or property, but would soon inconvenience or affect the security, health, or well-being of personnel.
    - Examples: No AC/Heat in portion of facility, blocked toilets, protect valuable property/equipment
  - Priority 3 – Routine SO – Work will be scheduled within 5 business days and completed within 30 calendar days (if parts are on hand).
    - Used when the work does not qualify as Emergency, Critical or Urgent, and if not accomplished, would continue to be an inconvenience or cause an eye-sore.



# ***WORK REQUEST CATEGORIES***



- **Work Orders**

- FM must submit AF 332
- Work Orders will represent project-oriented work such as modifications, total replacements, and new work that are beyond the Service Order criteria.
- Work Orders can vary significantly in nature and scope and may involve multiple crafts and locations.
- Significant investment of time, labor, or \$
- Accomplished through various contracts (see Engineering Project Contracting Avenues slide)

- **Contract by Requester**

- Customers can also request to accomplish work themselves.
- This request requires Technical Approval by CED
- Customer uses GPC to accomplish work



# ***WORK ORDERS***



- **AF FORM 332**

- Minor construction, major maintenance/repair, or new work that requires detailed planning or modification of facility
  - Definition of these categories is not always intuitive.
- Initiates Work Orders, Projects, or Contract by Requester with Technical Approval
- Deputy CC must sign AF Form 332 (Blocks 11-14)
- **It is extremely beneficial to give CED your organization's Top 10 Priorities!!!**



# ***WORK REQUEST MANAGEMENT (AF FORM 332)***



- **Submit to: Desiree McHan @ [desiree.a.mchan.civ@mail.mil](mailto:desiree.a.mchan.civ@mail.mil)**
- **Alternate: Evevon Ellingson @ [evevon.m.ellingson.civ@mail.mil](mailto:evevon.m.ellingson.civ@mail.mil)**
- **Provide detailed Description & Justification**
  - State AFI/UFC/NFPA code or attach safety write-ups, FSDCs, photos, area maps, drawings, designs, sketches that drive or relate to requirement if applicable.
  - Vague or incomplete AF Form 332s will be returned!



| BASE CIVIL ENGINEER WORK REQUEST<br><small>(See Reverse for Instructions)</small>   |  |  |  | Form Approved<br>OMB No. 0704-0188   |                          |
|---|--|--|--|--|--------------------------|
| Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG. |  |  |  |  |                          |
| <b>SECTION I - TO BE COMPLETED BY REQUESTER</b>   |  |  |  |  |                          |
| 1. FROM (Organization)  |  | 2. OFFICE SYMBOL                                     | 3. DATE OF REQUEST   | 4. WORK REQUEST NO. (For BCE Use)  |                          |
| 5. NAME AND PHONE NO. OF REQUESTER  |  | 6. REQUIRED COMPLETION DATE                          | 7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED |  |                          |
| 8. DESCRIPTION OF WORK TO BE ACCOMPLISHED (Include Sketch or Plan, when appropriate)  |  |  |  |  |                          |
| 9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED (Not required for maintenance and repair)  |  |  |  |  |                          |
| 10. DONATED RESOURCES   |  |  |  |  |                          |
| <input type="checkbox"/> FUNDS  |  | <input type="checkbox"/> LABOR                       | <input type="checkbox"/> MATERIAL  | <input type="checkbox"/> CONTRACT BY REQUESTER <input type="checkbox"/> NONE |                          |
| 11. NAME OF REQUESTER   |  | 12. GRADE OF REQUESTER                               | 13. SIGNATURE OF REQUESTER (See Reverse of Form)                         |  |                          |
| 14. COORDINATION  |  |  |  |  |                          |
| <b>SECTION II - FOR BASE CIVIL ENGINEER USE</b>   |  |  |  |  |                          |
| 15. WORK ORDER (Place an "X" in the appropriate box.)   |  |  |  |  |                          |
| <input type="checkbox"/> IN-SERVICE   |  | <input type="checkbox"/> SELF-HELP                   | <input type="checkbox"/> CONTRACT  | <input type="checkbox"/> SABER   |                          |
| 16. DIRECT SCHEDULED WORK (Place an "X" in the appropriate box.)  |  |  |  |  |                          |
| <input type="checkbox"/> EMERGENCY  |  | <input type="checkbox"/> URGENT                      | <input type="checkbox"/> ROUTINE   | <input type="checkbox"/> SELF-HELP <input type="checkbox"/> M/C              |                          |
| 17. SELF-HELP (Place an "X" in the appropriate box.)  |  |  |  |  |                          |
| <input type="checkbox"/> BRIEFING REQUIRED  |  | <input type="checkbox"/> ADEQUATE COORDINATION       |  | <input type="checkbox"/> INSPECTION REQUIRED                                 |                          |
| <b>SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER</b>  |  |  |  |  |                          |
| 18. WORK CLASS  |  | 19. PRIORITY   | 20. ESTIMATED HOURS  | 21. ESTIMATED FUNDED COST  | 22. ESTIMATED TOTAL COST |
| 23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)   |  | 24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED | 25. APPROVED   | 26. DISAPPROVED  |                          |
| 27. REMARKS   |  |  |  |  |                          |
| <b>SECTION IV - APPROVING AUTHORITY</b>   |  |  |  |  |                          |
| 28. NAME AND GRADE (Please Type or Print)   |  |  | 29. SIGNATURE  |  | 30. DATE                 |

AF IMT 332, 19910101, V4

PREVIOUS EDITION IS OBSOLETE.

MASTER FILE COPY

# AF FORM 332 SAMPLE



Section I: To be completed  
by FM – See next slide

Section II: To be completed  
by 733 CED.





# AF FORM 332 SAMPLE



| BASE CIVIL ENGINEER WORK REQUEST<br><small>(See Reverse for Instructions)</small>  |  |                        |  | Form Approved<br>OMB No. 0704-0188                                       |      |
|--|--|------------------------|--|--|------|
| <small>Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.</small> |  |                        |  |  |      |
| <b>SECTION I - TO BE COMPLETED BY REQUESTER</b>  |  |                        |  |  |      |
| 1. FROM (Organization)   |  | 2. OFFICE SYMBOL       | 3. DATE OF REQUEST                               | 4. WORK REQUEST NO. (For BCE Use)  |      |
| 5. NAME AND PHONE NO. OF REQUESTER   |  |                        | 6. REQUIRED COMPLETION DATE                      | 7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED |      |
| 8. DESCRIPTION OF WORK TO BE ACCOMPLISHED (Include Sketch or Plan, when appropriate)   |  |                        |  |  |      |
| 9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED (Not required for maintenance and repair)   |  |                        |  |  |      |
| 10. DONATED RESOURCES  |  |                        |  |  |      |
| FUNDS  |  | LABOR                  | MATERIAL   | CONTRACT BY REQUESTER  | NONE |
| 11. NAME OF REQUESTER  |  | 12. GRADE OF REQUESTER | 13. SIGNATURE OF REQUESTER (See Reverse of Form) |  |      |
| 14. COORDINATION   |  |                        |  |  |      |

**Annotations:**

- PROVIDE OFFICE SYMBOL (Points to 2. OFFICE SYMBOL)
- ORGANIZATION NAME (Points to 1. FROM (Organization))
- REQUESTOR'S NAME & PHONE # (Points to 5. NAME AND PHONE NO. OF REQUESTER)
- DESCRIPTION (Points to 8. DESCRIPTION OF WORK TO BE ACCOMPLISHED)
- JUSTIFICATION OF WORK (Points to 9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED)
- DONATED RESOURCES CHECK ANY BOX THAT APPLY (Points to 10. DONATED RESOURCES)
- DATE WORK WAS REQUESTED (Points to 3. DATE OF REQUEST)
- IWIMS TRACKING/NUMBER ASSIGNED AFTER WRRB (CED USE ONLY) (Points to 4. WORK REQUEST NO. (For BCE Use))
- FACILITY NUMBER (Points to 7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED)
- BLOCKS 11-13 FACILITY MANAGER (Points to 11. NAME OF REQUESTER, 12. GRADE OF REQUESTER, and 13. SIGNATURE OF REQUESTER)

It is the Customer/Facility Manager's responsibility to complete Section I before sending to CED.



**BAD 332**



**BASE CIVIL ENGINEER WORK REQUEST**

*(See Reverse for Instructions)*

Form Approved

OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.

**SECTION I - TO BE COMPLETED BY REQUESTER**

1. FROM (Organization)

[REDACTED]

2. OFFICE  
SYMBOL

[REDACTED]

3. DATE OF REQUEST

20160229

4. WORK REQUEST NO. (For BCE Use)

52719

HERT16 6062

5. NAME AND PHONE NO. OF REQUESTER

[REDACTED]

6. REQUIRED COMPLETION DATE

7. BUILDING, FACILITY OR STREET ADDRESS  
WHERE WORK IS TO BE ACCOMPLISHED

[REDACTED]

8. DESCRIPTION OF WORK TO BE ACCOMPLISHED *(Include Sketch or Plan, when appropriate)*

Replace building

9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED *(Not required for maintenance and repair)*

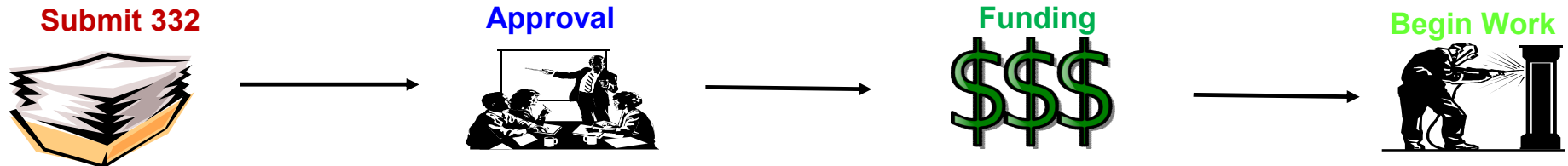
Building is used from 0600-1800 hrs Monday- Friday by [REDACTED] Building is really only big enough for one person and is in very poor condition.



# ***WORK REQUEST PROCESS***



- 332s are routed through Flights and then to the Work Request Review Board (WRRB) for final review/approval/disapproval (allow 14 days)
  - Operations, Engineering, Environmental, Fire Dept., Asset Management





# ***WORK REQUEST REVIEW BOARD (WRRB)***



- **WRRB (Formerly PRB)**

- Meets every Wednesday @ 0830
- Notifies FMs about deadlines, policy changes, and other CE information
- CEO & CEN review 332 requests and determines execution method
- FMs will be emailed by Tuesday if their work request will meet the WRRB
  - Additional information/requirements may result in re-routing/approval
- FMs should plan to attend when their work request meets the WRRB.





# RESERVED PARKING



- Reserved parking, or any other type of signage will be approved by 733 CED (requires AF 332).
- Attach drawing of current layout of parking spaces with current reserved spaces marked, and the requested layout.
- **Parking is generally reserved for the following requirements:**
  - Officers O-6+/GS-14+, Command Sergeant Majors, and Organizational Commanders and First Sergeants.
  - Emergency & mission essential government vehicles.
  - Handicapped as required by American with Disabilities Act guidelines. (CED will make determination)
  - Visitor/customer spaces only at facilities with a customer service function. (on a case-by-case basis & time limit)
  - Group level & above quarterly/monthly award winners.
  - Special parking slots (i.e. Volunteer w/Permit) at community areas such as Commissary and Exchange. 733 MSG Commander is approving official for Special Parking.
- “1.22.3.4. Bi-annually (NLT 30 September, odd years), each facility manager will submit a drawing to 733d CED Customer Service of the parking areas surrounding their building(s). The drawing(s) will include the location and total number of parking spaces available and the number, location, and title of each reserved parking spot. Those facility managers who share parking areas may work together and submit a combined report.”



## POCs



- **Customer Service Desk, 1407 Washington Blvd.**
  - Mon-Fri, 0700-1600
  - 878-5225 / 878-4357
  - After Hours Emergencies: 878-5225
- **Work Request Management**
  - **SUBMIT AF 332s HERE!**
  - [desiree.a.mchan.civ@mail.mil](mailto:desiree.a.mchan.civ@mail.mil)
    - **(878-2845)**
  - [evevon.m.ellingson.civ@mail.mil](mailto:evevon.m.ellingson.civ@mail.mil)
    - **(878-2489)**



# ***QUESTIONS***



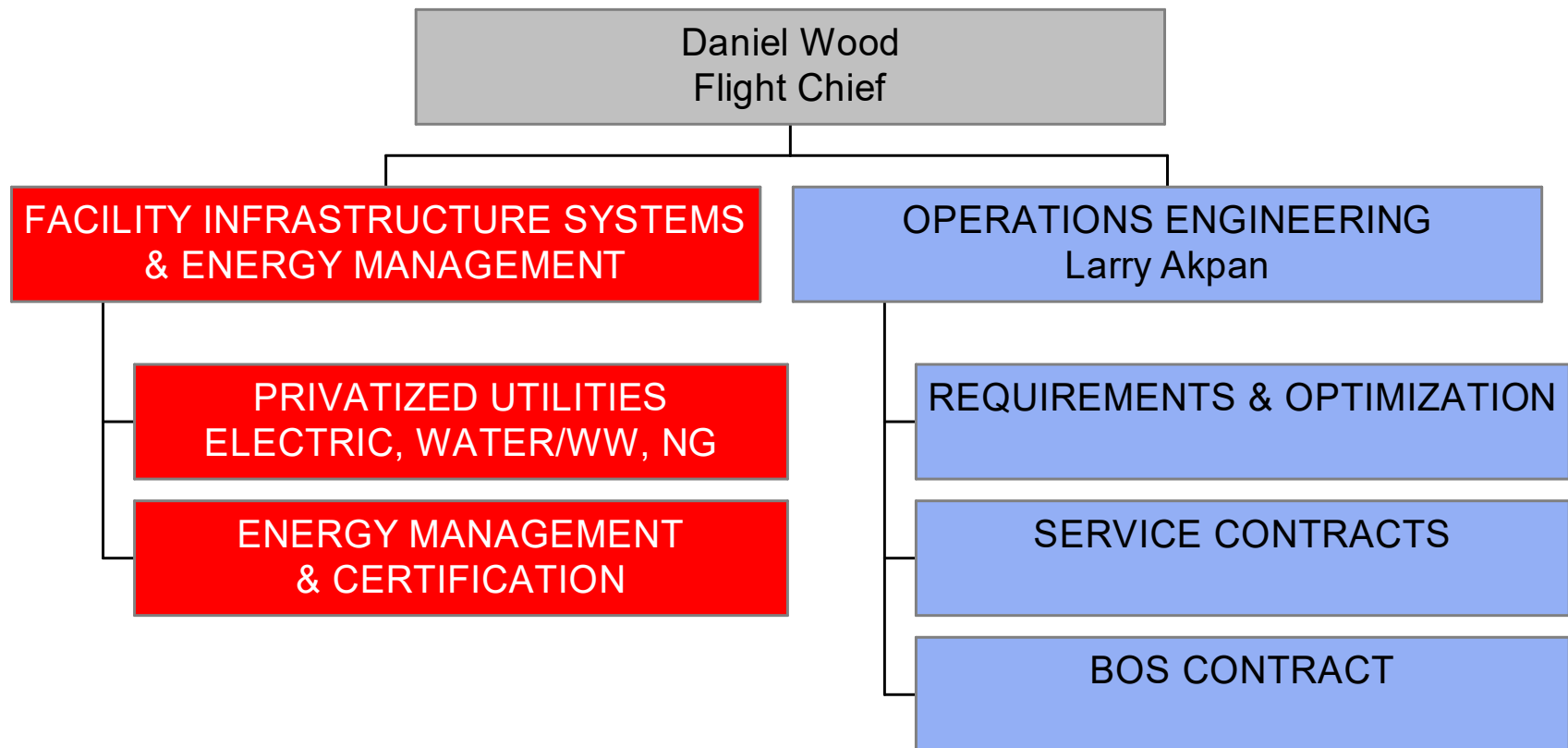


# ***OPERATIONS FLIGHT***





# ***OPERATIONS FLIGHT***





## ***"BIG THREE" SERVICE CONTRACTS***



- CUSTODIAL
- REFUSE
- GROUNDS MAINTENANCE
  
- FMs report potential deficiencies to contract CORs:
- Larry Akpan, Chief, Operations Engineering 878-7360
  - Custodial – Paul Miller – 878- 7392, Tom Gunther – 757-449-4748
  - Refuse/Recycling – Tom Gunther –757-449-4748, Paul Miller – 878-7392
  - Grounds Maintenance –Carmen Daniels- 878-4134, Tom Gunther – 757-449-4748
  - Cranes/Hoists/Elevators/Propane – Vivian Evans – 878-7385, Paul Miller – 878-7392
  - Railroad – Tom Des Lauriers – 878-7357, Tom Gunther -757-449-4748



## ***CUSTODIAL***



- Restroom cleaning only
- Monday – Wednesday – Friday – Tuesday – Thursday
- Paper and soap products for restroom use only. Do not take paper products from restrooms for office use.
- Additional Services available for Non-Air Force units with customer reimbursement
  - Vacuuming, sweeping, mopping, dusting, carpet shampooing, hard floor buffing/waxing



## ***REFUSE/RECYCLING***



- Dumpsters emptied at 80% capacity
- Fort Eustis has Single Stream Recycling!
- Cardboard dumpsters emptied on Tuesdays. Cardboard must be broken down.
- Recycling is emptied every Tuesday
- Open top containers provided upon request if funding is available. Requestor can provide funding. Containers are not to be used to dispose of furniture, TVs,, or construction debris.
- Place toner cartridges in clear plastic bags and leave on top of recycling bins. No more than 3 cartridges per location per week. Larger amounts of cartridges may be brought to the recycling center at normal hours.
- Place shredded white office paper in clear plastic bags.
- Please deliver large items to the recycling center, or contact CE for assistance.
- Normal Operating Hours: 0730-1500, M-W-F
- Oil cans, paint buckets, aerosol cans, and other chemical containers are NOT recyclable!
  - They should be taken to the Haz Waste Storage Facility B 1207/8



# ***GROUNDS MAINTENANCE***



- Lawn maintenance:
  - Vegetation height maintained varies
    - Improved Grounds – 2"-4" (includes edging)
    - Semi-improved Grounds (Non-Airfield) – 4"-10"
    - BASH Area – 7"-14"
    - Edge lights and Signs – 15' diameter 4"-7"
- Growing Season is March-October





# ***SERVICE CONTRACTS***

## ***( Railroad, Elevator, Crane and Hoist Services)***



- **Railroad Services**

- Maintains all tracks and crossing signals.
- Pesticides application on tracks.

- **Elevator Services**

- Maintains the all wheel-o-vator, traction and hydraulic elevators on post.
- Executes routine inspection and certification.
- Note: if entrapment occurs in an elevator please call Fire Department (911).

- **Crane and Hoist Services**

- Maintains all Cranes and Hoists with exception of the Hagglund Crane at the Army Transportation School.
- Execute routine inspection and certification.
- Note: if an emergency occurs please call the COR – Vivian Evans 878-7385.



## ***REIMBURSABLE BOS CONTRACT PROJECTS***



- The BOS contract has a limited monetary capacity to execute reimbursable work larger than the scope of Service Orders.
- Projects that do not receive funding within 45 days of the initial request for funding will be placed on hold.
- Projects which have a defined and firm SOW with funding in hand will be prioritized ahead of projects without.



# ***ENERGY MANAGEMENT***

**Energy/Utility Manager (Mr. Rich Martin) (878-3361)**





# ***ENERGY MANAGEMENT PLAN (EO 13693)***



- Reduce Facility Energy Use 2.5% per year to 2025 (Baseline 2015)
- Reduce Base Water Use 2% per year to 2025 (Baseline 2007)
- 25% of total energy (electric and thermal) will come from clean sources by 2025 (at least 30% of the electricity portion of total energy will be obtained from renewable sources.
- Reduce Ground Vehicle fuel use 2% per year
- Increase Alternative Fuel use 10% per year



# ***ENERGY MANAGEMENT (Energy Conservation)***



- Cost of utilities required to operate Ft. Eustis for **ONE** day.
- Utilities - **\$34,078.09**
  - Natural Gas \$4,660.76
  - Electricity - \$22, 678.35
  - Fuel Oil - \$176.99
  - Propane - \$44.55
  - Water and Wastewater - \$6,517.14
- Total FY 15 Utility Bill - \$12,438,502
- Total FY 14 Utility Bill - \$12,245,627



# ***HVAC SET POINTS***



- Heating:
  - Heating turned on when average high air temperature drops to 55 °F for 4 consecutive days
- Thermostat Set Points:
  - Admin Spaces: Occupied – 70 °F // Unoccupied: 55 °F
  - Shop Spaces: Occupied - 65 °F // Unoccupied 55 °F
  - Warehouse Spaces: Occupied - 60 °F // Unoccupied 55 °F
- Cooling:
  - AC turned on when average high air temperature reaches 75 °F for 4 consecutive days
- Thermostat Set Points:
  - Admin Spaces: Occupied – 73 °F // Unoccupied - 80 °F
  - Shop Spaces: Occupied - 76 °F // Unoccupied – 80 °F
  - Warehouse Spaces: Not required unless authorized for perishable items.



# ***ENERGY MANAGEMENT***

## ***(Energy Conservation Plan)***



- Consolidate refrigerators and coffee pots to central break areas
- No space heaters unless approved by CE Operations Chief for legitimate health reason
- Turn off lights in unoccupied spaces
- Turn off computer monitors and peripherals at end of duty day
- Turn off printer, copiers, scanners and other office equipment at end of duty day
- Thermostat settings for occupied administrative areas. Dress appropriately for personal comfort.
- Summer: 73 degrees
- Winter: 70 degrees
- Establish, maintain, and maximize use of Energy Management Systems (EMCS, SCADA, etc.) to centrally monitor and control utility and building systems
- Prohibit use of potable water for landscape irrigation systems



# **ENERGY MANAGEMENT**

## ***(Energy Conservation Plan- contd.)***



- **REFRIGERATORS**

- Reduce the number of personal refrigerators, coffee makers and microwaves in facilities and consolidate appliances in designated break areas. Validate the necessity of every refrigerator, coffee maker and microwave and consolidate break areas to the maximum extent possible

| Refrigerator Consolidation – 6 to 1 Ratio                   |   |   |                                |
|---|---|---|--------------------------------|
| Annual Energy use of<br>6 Small Refrigerators<br>(kWh/year) | Annual Energy use<br>of Standard Size<br>Refrigerator<br>(kWh/year) | Annual Energy Saved by<br>Consolidation<br>(kWh/year) | Annual Cost<br>Savings<br>(\$) |
| 1,740   | 415   | 1,294   | <b>\$132</b>                   |



# ***ENERGY MANAGEMENT*** ***(Envelope Opportunities)***



**Close Doors**



**Fix weather-  
stripping**







## ***Lights on, but Nobody's home***





## *Do you need Very Hot?*



- Facility Managers should not tamper with hot water heaters.
- FMs can place a service order to have their hot water heaters turned down.







## *Opportunities*



Blocked air diffuser



Windows open, AC running.  
Invitation for MOLD.



# ***QUESTIONS***

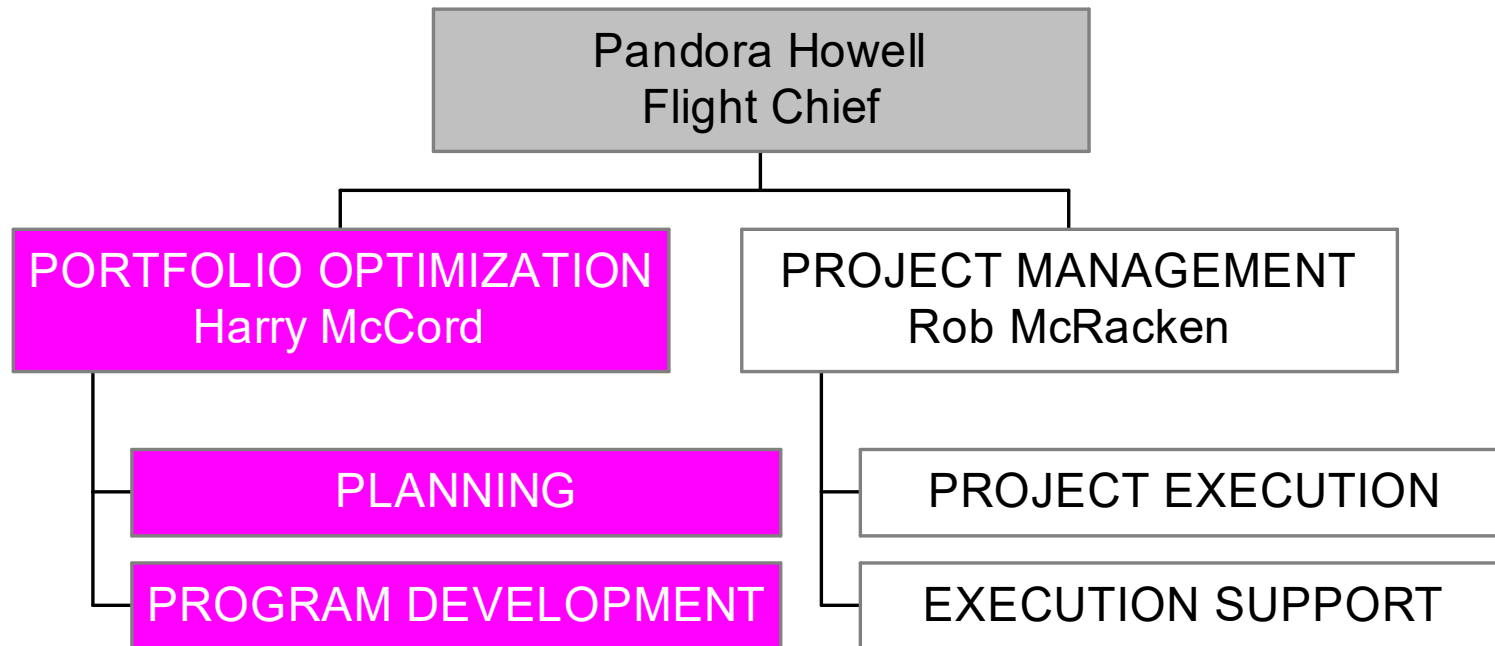




# ***ENGINEERING FLIGHT***



# ***ENGINEERING FLIGHT***





# ***ENGINEERING FLIGHT***



- Portfolio Optimization Element:
  - Responsible for Community Planning and Site Approvals.
  - Site Approvals are necessary when work happens in an undeveloped area.
  - The Integrated Priority List (IPL) is managed here. This list is approved by the Facility Board to be approved to compete for centralized AF funding.
  - Responsible for programming and development of MILCON projects
  - Provides GIS services: [phillip.a.beserra.civ@mail.mil](mailto:phillip.a.beserra.civ@mail.mil)
- Project Management Element:
  - Responsible for Construction Project Development; SOWs, IGEs, RFPs, contract oversight, construction inspections, and project completeness.



# ***ENGINEERING PROJECT CONTRACT AVENUES***



- **SABER (Simplified Acquisition of Base Engineer Req's)**
  - Fastest way to execute multi-craft work above shop scope but generally below \$750K
  - Pre-priced line items, no competition, paying a premium for the quicker execution
  - Requires seed funds or Contracting Authority (Funds Assurance).
- **MACC (Multiple Award Construction Contract)**
  - Projects generally over \$150K-200K to make it worth the contractors' efforts to create bids
  - Generally more cost effective than SABER, but takes more time to execute and award
  - 6 contractors selected; competing for all MACC awards
  - Needs full funding, or Contract Authority (CA).
- **8(a):** Companies certified as Small/Disadvantaged/Women-Owned/Native-American-Owned/Alaskan/Etc...
  - Sole-Source; may not require solicitation or competition; 8(a)'s preferred over non-certified
  - Typically small projects that have single trade work
- **Corps of Engineers – MILCON**
  - Big construction projects in multi-millions, tough with current constrained budget
- **IDIQ (A/E, Roofing) (Painting, Paving by CEO)**
  - Like SABER, pre-priced line items, no competition, faster but paying a premium



# ***WORK REQUEST CATEGORIES***



- **Projects (Engineering Flight)**
  - Minor Construction, major maintenance/repair or new work
  - Requires detailed planning or modification of a facility
  - FM must submit AF 332
  - Presented and scored through Facility Board process if Air Force funds are requested
  - Competitive Funding or Tenant Funded
  - Accomplished by contracts through 633 CONS



# ***PROGRAMMING***



- Programming is the process of getting approval and money for a project.
- If funded – Get approval & begin execution right away.
- If unfunded – Program & consider for AF funding at **Facility Board** (May/Nov each year)
- NEW SCORING MODEL – FY 18
- Projects submitted in FY 18 will be considered for funding in **FY 20/21**





# ***FUNDING COMPETITION***



- **Funding comes from 2 sources:**
  - Your Unit (aka Reimbursable)
  - Air Force Installation and Mission Support Center (AFIMSC)/ Air Force Civil Engineer Center (AFCEC)
- **Competition for AFIMSC/AFCEC depends on project scores and priorities (e.g. IPL) established by the Facility Board.**
  - Scores are based on Mission Dependency Index (MDI), Facility Condition Index (FCI), potential savings, etc.
  - Competition is AF-wide.
- **It is IMPERATIVE that your Command makes CED aware of its priority projects ASAP.**



210  
POINTS

## AF SCORING MODEL

### Probability of Failure

#### Engineering Assessment by

##### Built Infrastructure:

**Facilities Condition Index:** *From BUILDER*

**Pavement Condition Index:** *From PAVER*

**Utilities Condition Index:** *Not SMS-based yet, Database in Development*

##### Natural Infrastructure:

**Regulatory Implication** – Assesses environmental/regulatory compliance; failure will result in regulatory violation

### Savings

**Built Infrastructure:** SIR X 10  
*Generated from Savings Calculator or BLCC*

**Natural Infrastructure:** Return on Investment from *EQ Scoring Model*

100 Points

100 Points

10

### Consequence of Failure

#### Mission Impact

##### Built Infrastructure:

60% MDI – Based on *CATCODE* or  
Case-by-case MDI Adjudication  
40% MAJCOM Mission Impact (*Priority*)

##### Natural Infrastructure:

70% Regulatory Impact on Mission  
15% Mission Degradation  
10% Environmental Risk (Probability of occurrence)  
5% Stakeholder Interest – (Potential Public reaction/legal action affect on mission)



## ***SUMMARY: GETTING PROJECTS FUNDED***



- If you have a valid requirement, SUBMIT A 332!
- Do your Homework: Detailed description of **REQUIREMENT**
  - Write-ups: Build the case for your project by including as many details as possible (e.g. codes, regulations, deficiencies, etc.) Have a solid justification.
  - Requirements concerning Fire/Safety **MUST** be documented!
  - Review your 332s. Avoid submitting duplicate requirements.
- **Project status:**
- **Engineering Project Management Element (CENM)**
  - 878-4597 Rob McRacken
- **Operations Engineering (CEOE)**
  - 878-7360 Larry Akpan

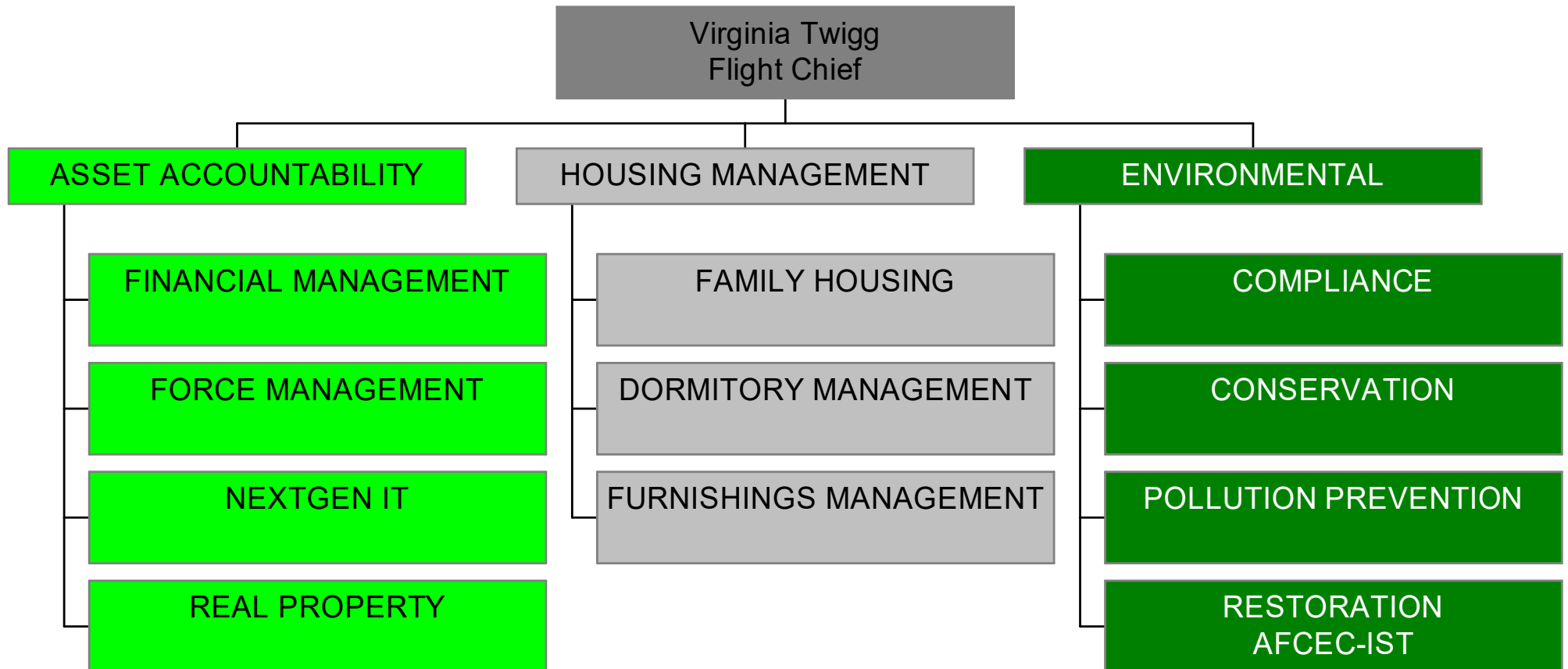


# ***QUESTIONS***





# ***INSTALLATION MANAGEMENT FLIGHT***

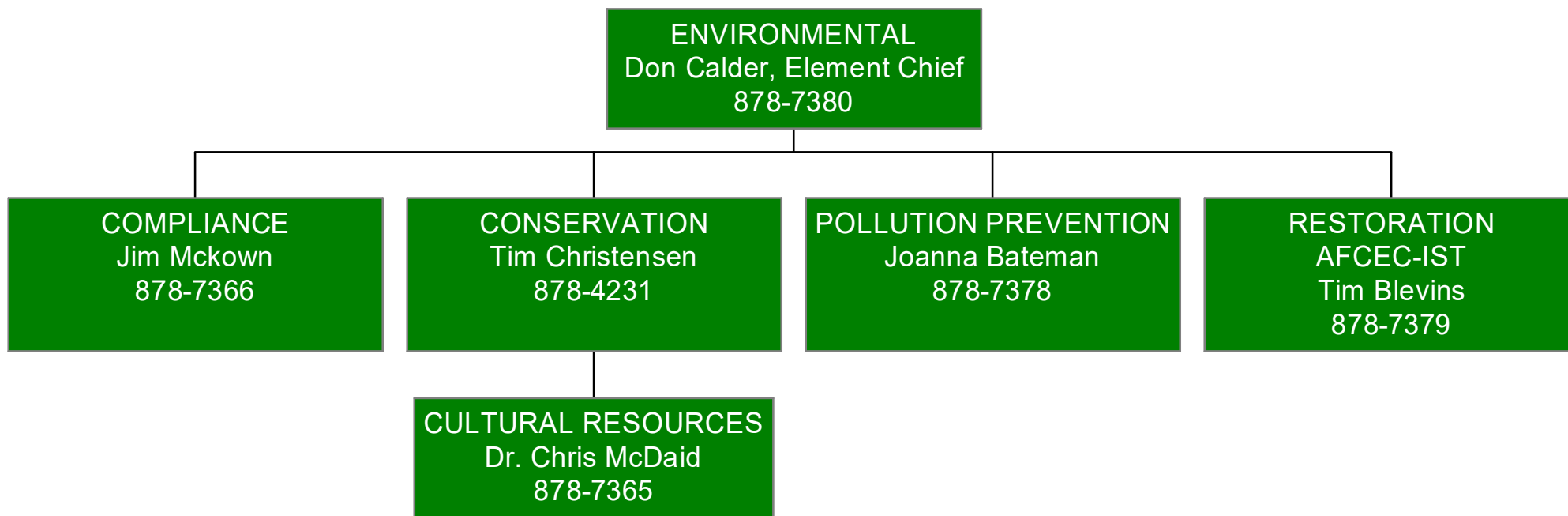




# ***ENVIRONMENTAL MANAGEMENT***



# ***ENVIRONMENTAL MANAGEMENT***





# ***ENVIRONMENTAL MANAGEMENT***



- FMs are not necessarily the unit environmental experts.
- FM Resources:
  - Activity Environmental Coordinators (AECs) - Required
  - Unit Environmental Coordinators (UECs) - Required
  - Hazardous Waste Coordinators (HWCs) – Only if managing Hazardous Wastes
  - Hazardous Materials Manager (HMM) - Only if managing Hazardous Materials
  - If your Activity does not have an AEC, the FM should inform Leadership
- Base Environmental Management Requirements are in the following:
  - <http://www.jble.af.mil/Units/Army/Eustis-Environmental>
    - JBLE I 32-101, Environmental Management
    - Environmental Management Procedures (EMPs) – Mini-SOPs on Specific Topics





# ***ENVIRONMENTAL MANAGEMENT***



- **Mandatory Environmental Training**

- EMAC (only initial (within 30 days of starting work on Ft. Eustis) training except for Universal Waste Handlers (UWH), Hazardous Waste Supervisors (HWS), and Hazardous Waste Handlers (HWH) then annually.)
- Training is On-line - [http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>Units > Army > JBLE Environmental](http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>Units%20%3E%20Army%20%3E%20JBLE%20Environmental)



# ***ENVIRONMENTAL MANAGEMENT***



- **NEPA PROCESS**

- The National Environmental Policy Act (NEPA) requires that all federal agencies consider the potential environmental impacts of their actions
- Majority of actions submitted through the 332 process qualify for a Categorical Exclusion (CATEX) and do not require in-depth environmental analysis
- **How do I know if my project requires an in-depth Environmental Analysis?**
  - Once the 332 is reviewed, Environmental Element personnel (Tracey Sugg) will request an AF Form 813 if deemed necessary to complete the Environmental Impact Assessment Process (EIAP).



# AF FORM 813

- Block 5 Description should include any reasonable alternatives you considered
  - List alternatives – Doing nothing is ALWAYS an alternative! (List consequences of doing nothing)
- Use continuation page (page 2) to be as detailed and specific as possible for Blocks 4 and 5.
- Include a site map to continuation page depicting the location of your project.
- POC Tracey Sugg 878-7375

| REQUEST FOR ENVIRONMENTAL IMPACT ANALYSIS  |  | Report Control Symbol<br>RCS: |
|--|--|-------------------------------|
| INSTRUCTIONS: Section I to be completed by Proponent; Sections II and III to be completed by Environmental Planning Function. Continue on separate sheets as necessary. Reference appropriate item number(s).                  |  |                               |
| SECTION I - PROPONENT INFORMATION  |  |                               |
| 1. TO (Environmental Planning Function)<br>CED/CEIE  | 2. FROM (Proponent organization and functional address symbol) | 2a. TELEPHONE NO.             |
| 3. TITLE OF PROPOSED ACTION  |  |                               |
| 4. PURPOSE AND NEED FOR ACTION (Identify decision to be made and need date)  |  |                               |
| 5. DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES (DOPAA) (Provide sufficient details for evaluation of the total action.)  |  |                               |
| 6. PROPONENT APPROVAL (Name and Grade)   | 6a. SIGNATURE  | 6b. DATE                      |
| SECTION II - PRELIMINARY ENVIRONMENTAL SURVEY. (Check appropriate box and describe potential environmental effects including cumulative effects.) (+ = positive effect, 0 = no effect, - = adverse effect, U = unknown effect) |  |                               |
| 7. AIR INSTALLATION COMPATIBLE USE ZONE/LAND USE (Noise, accident potential, encroachment, etc.)   |  |                               |
| 8. AIR QUALITY (Emissions, attainment status, state implementation plan, etc.)   |  |                               |
| 9. WATER RESOURCES (Quality, quantity, source, etc.)   |  |                               |
| 10. SAFETY AND OCCUPATIONAL HEALTH (Asbestos/radiation/chemical exposure, explosives safety quantity-distance, bird/wildlife aircraft hazard, etc.)  |  |                               |
| 11. HAZARDOUS MATERIALS/WASTE (Use/storage/generation, solid waste, etc.)  |  |                               |
| 12. BIOLOGICAL RESOURCES (Wetlands/floodplains, threatened or endangered species, etc.)  |  |                               |
| 13. CULTURAL RESOURCES (Native American burial sites, archaeological resources, etc.)  |  |                               |
| 14. GEOLOGY AND SOILS (Topography, minerals, geothermal, instabilities, seismicity, etc.)  |  |                               |
| 15. SOCIOECONOMIC (Employment/population projections, school and medical facility impacts, etc.)   |  |                               |
| 16. OTHER (Potential impacts not addressed above.)   |  |                               |
| SECTION III - ENVIRONMENTAL ANALYSIS DETERMINATION   |  |                               |
| 17. <input type="checkbox"/> PROPOSED ACTION QUALIFIES FOR CATEGORICAL EXCLUSION (CATEX) # _____; OR<br><input type="checkbox"/> PROPOSED ACTION DOES NOT QUALIFY FOR A CATEX; FURTHER ENVIRONMENTAL ANALYSIS IS REQUIRED.     |  |                               |
| 18. REMARKS  |  |                               |
| 19. ENVIRONMENTAL PLANNING FUNCTION CERTIFICATION (Name and Grade)   | 19a. SIGNATURE   | 19b. DATE                     |

CED  
USE  
ONLY



# AF FORM 813SAMPLE



ORGANIZATION NAME

## REQUEST FOR ENVIRONMENTAL IMPACT ANALYSIS

Report Control Symbol  
RCS:

INSTRUCTIONS: Section I to be completed by Proponent; Sections II and III to be completed by Environmental Planning Function. Continue on separate sheets as necessary. Reference appropriate item number(s).

FACILITY MANAGER  
PHONE #

### SECTION I - PROPONENT INFORMATION

1. TO (Environmental Planning Function)

733 CED/CEI/EE

2. FROM (Proponent organization and functional address symbol)

733 CED/CEN

2a. TELEPHONE NO.

3. TITLE OF PROPOSED ACTION

NAME OF PROPOSED  
ACTION

4. PURPOSE AND NEED FOR ACTION (Identify decision to be made and need date)

JUSTIFICATION FOR  
ACTION

5. DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES (DOPAA) (Provide sufficient details for evaluation of the total action.)

DESCRIPTION

FACILITY MANAGER  
NAME

6. PROPONENT APPROVAL (Name and Grade)

6a. SIGNATURE

6b. DATE

SECTION II - PRELIMINARY ENVIRONMENTAL SURVEY. (Check appropriate box and describe potential environmental effects Including cumulative effects.) (+ = positive effect; 0 = no effect; - = adverse effect; U = unknown effect)

+ 0 - U

SIGNATURE

It is the Facility Manager's responsibility to complete Section I before sending to CED.



# ASBESTOS



- Facility Managers:
  - Monitor your facilities
  - Ensure personnel do not disturb Asbestos containing materials (or suspected Asbestos containing materials).
  - Report damaged materials
  - POC: Mike Shaffer, 878-7373
- Asbestos has heat resistance, tensile strength, and insulating properties and was used in pre-1981 buildings but since has proven to be toxic if improperly handled or disturbed (renovation or demolition).
- Asbestos can cause: Asbestosis, Lung Cancer, Mesothelioma, and other exposure related problems.
- Policy - Manage in place or Remove/Abate when damaged (friable)
  - Abatement plan must be reviewed/approved by CED/CEIE.
  - Must be abated by qualified, currently certified personnel
  - Intact asbestos products are not a hazard



## ***WHERE IS ASBESTOS FOUND?***



- Transite panels (27000 block, 401)
- Ceiling and floor tiles
- Paper and cement products
- Textiles
- Coatings
- Fireproofing
- Acoustical plasters
- Pipe & pipe joint insulation (water, steam, and chilled water lines)
- Duct insulation
- Tank insulation
- Resilient floor coverings
- Mastics
- Felts and shingles
- Caulking
- Glazing and valve packing
- Gasket materials
- Chemical resistant counter tops
- Fire door insulation
- Grout
- Drywall components
- Wire insulation



# ***LEAD BASED PAINT***



- Facility Managers: Do not disturb LBP or suspected LBP.
  - Monitor your facilities
  - Report damaged materials
  - POC: Mike Shaffer, 878-7373
- Lead was used in paint products prior to 1980 due to its durability.
- Lead based paint (LBP) products are mainly of concern for children that may be exposed in older housing units or by contaminated soil.
- LBP should only be disturbed by certified individuals (no sanding, drilling or scraping of unknown surfaces).
- Policy - Manage in place
  - LBP products are not a hazard if not disturbed. May be painted over. Require determination of presence prior to renovation or demolition.



## ***HISTORIC FACILITIES***



- Historic Facilities are those that are either on, or qualify for, the National Register of Historic Places
  - 2 historic Facilities on Fort Eustis
    - Building 415 (the Landship)
    - Building 1611 (the Matthew Jones House)
  - Over 230 archaeological sites
- To do work on historic facilities:
  - Interior work:
    - Most is not an issue – Altering significant interior elements (walls, doorways, room configuration) will need review
  - External work:
    - Maintenance IAW Secretary of Interior Standards
    - Any changes to color, materials, appearance require SHPO consultation
- Ground Disturbance (e.g., digging, grading,) will require a review to make sure no archaeological sites are disturbed
- POC: Cultural Resources Manager, Dr. Chris McDaid, 878-7365





# ***WILDLIFE AND PESTS***



- Facility managers/building occupants may encounter wildlife or pest organisms inside or in immediate vicinity.
- Actions required:
  - = For wildlife found inside buildings or in immediate area (primarily snakes, raccoons, opossums, fawns, foxes, coyotes, squirrels [inside], honey bee swarms, birds [inside] or injured wildlife:

Call 757-817-1510/757-880-6111 Env Element natural resources staff  
757-646-8177/878-4555 (Game Warden/Military Police)

- = Pest organisms (ie, cockroaches, bed bugs, filth flies, mosquitoes, other biting flies, spiders, ticks, wasps, hornets, other insects, rodents, feral cats, undesirable vegetation, hazard trees):

Call CED Service Order desk: 878-HELP (Do NOT utilize any pesticides!)

Questions? POC: Natural Resources Manager/Integrated Pest Mgmt Coordinator:  
Tim Christensen/878-4231/[timothy.p.christensen.civ@mail.mil](mailto:timothy.p.christensen.civ@mail.mil)



# ***ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)***



- JBLE-Eustis Environmental Management System (EMS) that integrates with other management requirements to help organizations achieve environmental and economic compliance and goals.
- EMS applies to all units at Ft. Eustis regardless of service affiliation.
- Subject to Inspector General's review and finding reported to Installation Commander through the Environmental, Safety, Occupational Health (ESOH) Council.
- All individuals need to be aware of JBLE Environmental Policy.
- Environmental Policy needs to be prominently displayed within each unit.
  - Policy can be found on CE Webpage:  
<http://www.jble.af.mil/units/armyunits/733rdcivilengineerdivision.asp>
- Further information contact our office at Donna Haynes, 878-4123.



# ***QUESTIONS***





# ***SHELTER IN PLACE TRAINING***

633d CES Readiness Flight



# Overview



- **Reasons to SIP**
- **Developing SIP Plans**
- **SIP Kit**
- **SIP Coordinators**
- **Developing Plans and Checklists**
- **Responsibilities of Facility M**
- **Steps to Take When SIP is A**
- **How to Properly Seal a Room**





## ***Shelter In Place***

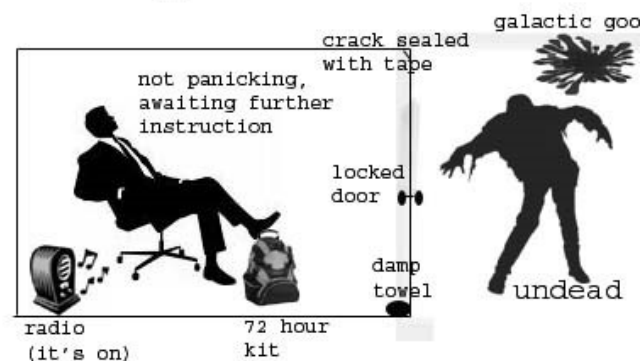


**“To Make A Shelter Out Of The Place You Are In”**

### **Involves:**

- The use of your facility
- SIP Kit (necessary items)
- Speed (ASAP but safely)
- Training

SHELTER IN PLACE  
diagram A



***Intended For Short Periods Of Time And Is Limited To The Amount Of Air In The SIP Room.***



## ***Reasons to SIP***

- **Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment.**





## ***Developing SIP***



- **Budget for and purchase required Sheltering In Place supplies**
- **Few to no windows**
- **Few air vents**
- **Easily accessible**
- **Away from exterior walls**
- **First aid kit and fire extinguisher in/nearby room**
- **Communication devices**
- **Shelter in place kit .**
- **If any additional guidance is required please refer to JBLE SIP Guide 2015**

**May Require More Than  
One Room!!!!**





# SIP Kit





## ***Shelter In Place Coordinators***

- **Emergency Management Representatives**
- **Facility Managers**
- **Shelter Area Managers**





## ***Developing Plans and Checklists***



- **Unit facility managers should work jointly with ATO to develop plans and checklists.**
- **Considerations when developing plans and checklists:**
  - **Identify how the facility and all personnel will be notified of an emergency situation**
  - **Educate personnel assigned to Unit/facility**
  - **Plan and execute drills often**
  - **Develop an accountability system**
  - **Ranking individual should take control and assign key duties**
  - **Consider pre-marking, labeling, or developing a diagram of windows, vents, and doors that will need to be sealed.**



## ***Facility Manager Responsibilities***

- **Ensure everyone gets the warning**
- **Turn off all air handling equipment (heating, ventilation, and/or air conditioning). If you cannot turn off the HVAC, list CED contact info your plan.**
- **Pre-cut plastic sheeting to fit over windows and vents**
- **Place a wet towel at the bottom of the doors and seal with plastic and duct tape**
- **Turn on the TV or radio and listen for further instructions**





# ***Steps To Take When SIP Is Activated***

- **Develop A SIP Checklist**

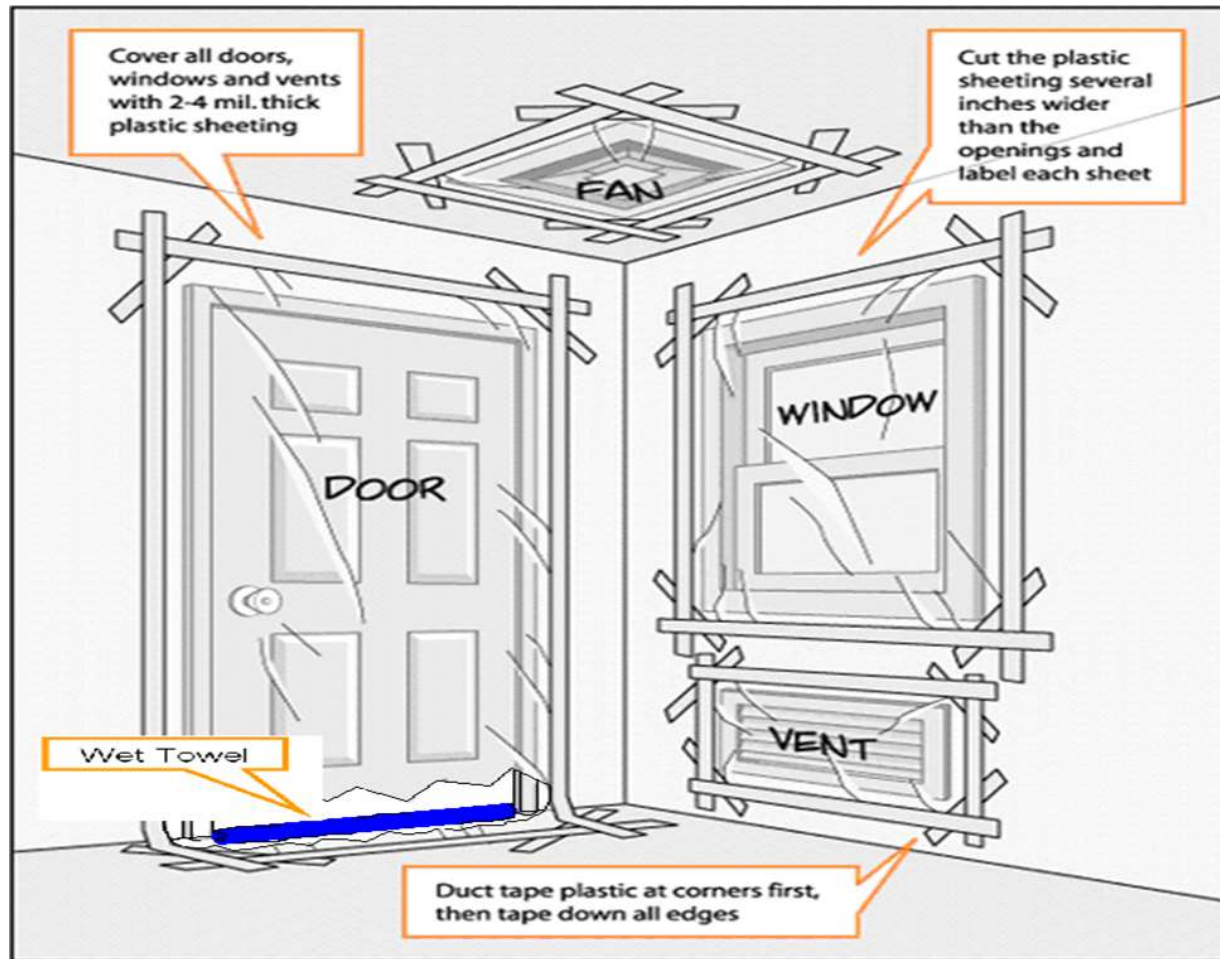
- Notification
- Building Security
- Shutdown of HVAC
- *Sealing Room*
- Report Status
- Standby For Further Instructions

- **Develop An All Clear Check List....**

- Notification
- *Disposal Of Plastic/Tape/Signs*
- Opening Of Building
- Report Status
- Reconstitution Of Kit



# How to Seal a Room





# ***EMERGENCY MANAGEMENT***



Ivan Candelario  
633 CES/Emergency Management  
878-5578

# **QUESTIONS**

# **?**



# ***FIRE PREVENTION & PROTECTION***







## ***Fire Prevention and Protection***



- In case of **EMERGENCY** (Fire, Police, Medical, etc.): Call **911**
  - Non-Emergency: (757)878-1008
  - All questions or concerns: Call 878-4281
    - Fire Prevention Extensions: 321, 323, 354, & 327

- Your street address is your building number and road. (i.e. 1407 Washington Blvd. (CED))
- If you call on your cell phone, it may be routed to the Newport News Dispatch. Just make it clear you are on Ft. Eustis and they will transfer you.



- Go to Assembly Point
- Report Accountability!!





# ***Fire Prevention and Protection Facility Manager - Responsibilities***



- Works directly for Functional Manager (Commander/Director)
  - Functional Manager responsible for a fire safe environment with assistance of FM
  - Functional Manager shall sign all AF Form 1487 “Fire Prevention Visit Reports”
- FM for Fire Prevention and Protection: (Equivalent Names)
  - Air Force: Facility Manager (default name used {FM})
  - Army: Building Manager, Evacuation Coordinator or Fire Marshal
  - Navy: Fire Warden
  - USCG: Unit Safety or Fire Warden
- Fire Safety Deficiencies and Fire Hazards when not corrected reported at Semi-Annual ESOH Council - This is why Functional Must sign Fire Report





# ***Fire Prevention and Protection FM Responsibilities***



- Daily Check for Fire Safe Conditions (Have daily log showing closing inspection showing last 30 days)
- FMs shall ensure all employees are trained on: (Documentation required)
- Fire Prevention, Fire Reporting, Evacuation Procedures, Fire Alarm/Mass Notification, Fire Extinguishers (AFI 91-203; 6.2.1-Coordinate with Fire Department with lesson plan)
  - Document on AF 55, Employee Safety and Health Record, or equivalent
  - Approved plan for personnel with special needs
- FM accompany the fire inspector during fire inspections
  - Correct any Fire/Life Safety deficiencies Immediately
  - If necessary submit a Service or Work order for correction





# ***Fire Prevention and Protection FM Responsibilities***



- Ensure telephone have 911 Stickers on all phones (lodging required)
- FMs are responsible for monthly Extinguisher inspections and monthly documentation
  - Fire Dept (FD) will do annual maintenance and put new tag (with some exceptions, i.e. past 6/12 years, expelled, needs internal inspection)
  - Budgeting internally for all service and replacement/new extinguishers
  - Extinguisher location determined by the Fire Dept.
  - FD will not take any used, unserviceable, or old extinguishers (These should go to the AbilityOne Store, Bldg. 1607, or be disposed of by a certified contractor using unit's GPC.)





# ***Fire Prevention and Protection FM Responsibilities***



- Item to look for, but not all inclusive:
- Exit and Emergency Lights:
  - Test and document for at least 30 seconds monthly (FSD-I - Service order if out-Life Safety)
- Doors:
  - Open easily:
  - Not blocked,
  - If fire doors; not help hold with unapproved devices

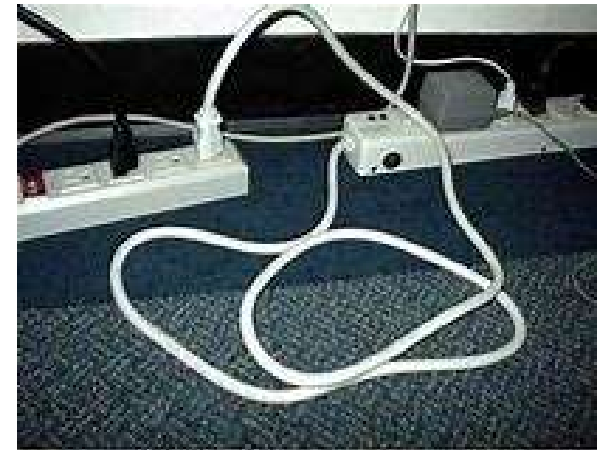




# ***Fire Prevention and Protection FM Responsibilities***



- No Storage in:
  - Attics, Mechanical Rooms, Hallways, Common Areas, Communications Rooms, etc. without written permit from Fire Department.
- Electrical: Fire Hazard
  - Extension cords are temporary use (i.e. approx. 90 days)
  - All major appliances plugged into outlet directly.
  - Daisy Chaining
- Fire Watch:
  - Required if fire alarm/sprinkler is down longer than 4 hours (Separate training for Fire Watch)
- **Assembly areas, cooking facilities, and child care** get with us for additional training on fire prevention, evacuation, emergency plan and training (For staff)





# ***Fire Prevention and Protection FM Responsibilities***



- All Facilities are inspected at least “Annually” by the Fire Department
  - High hazard and public assemblies: no-notice walk-throughs
  - Unscheduled Inspections will happen
  - Special Inspections
- Deficiencies Defined:
  - If during your inspection a deficiency is found: best to correct Immediately if possible
  - Each deficiency will be assigned a Code - Fire Hazard-Assigned a RAC or Fire Safety Deficiency
  - **Risk Assessment Code (RAC)**—An expression of the degree of risk associated with an occupational hazard that combines hazard severity and mishap probability into a single numeric identifier.





# Fire Prevention and Protection FM Responsibilities



- **Fire Hazard-RAC-A** condition which can cause a fire to occur, or, if left unchecked, cause a fire

| Hazard Severity  |            | Mishap Probability                      |   |                                       |                               |
|--|------------|---|---|---------------------------------------|-------------------------------|
| Description  | Code       | <b>A</b><br>Likely to occur immediately | <b>B</b><br>Probably will occur in time | <b>C</b><br>Possible to occur in time | <b>D</b><br>Unlikely to occur |
| Death, permanent total disability, or loss of facility or asset of \$2M+   | <b>I</b>   | 1<br>Critical /Imminent                 | 1<br>Critical /Imminent                 | 2-Serious                             | 4-Minor                       |
| Permanent partial disability or major property damage of \$500,000 up to \$2M  | <b>II</b>  | 1<br>Critical /Imminent                 | 2-Serious                               | 3-Moderate                            | 4-Minor                       |
| Lost workday injury or compensable injury, or minor property damage  | <b>III</b> | 2-Serious                               | 3-Moderate                              | 4-Minor                               | 5-Negligible                  |
| Injury involving first aid or minor supportive medical treatment, a minimal threat to personnel or property (damage up to \$50K) | <b>IV</b>  | 4-Minor                                 | 4-Minor                                 | 5-Negligible                          | 5-Negligible                  |

- Fire Hazard with a RAC – Besides completing AF Form 1487 – also AF Form 3





# ***Fire Prevention and Protection FM Responsibilities***



- **Fire Safety Deficiency (FSD)**—A condition which reduces fire safety below an acceptable level, including noncompliance with standards, but by itself cannot cause a fire to occur.
- FSD I indicates a deficiency with the greatest risk to life and mission continuity
- FSD II indicates a significant risk to mission continuity and/or existing property capability.
- FSD III indicates a deficiency with the least risk to life, mission continuity and/or existing property capability.
- **Corrective Action Plan.** The approved/funded job order/work order represents the installation's commitment of resources to the corrective action and will be considered the corrective action plan required
- If there is Not an approved/funded job order/work order:



| FIRE PREVENTION VISIT REPORT   |  |   |  |   |
|--|--|---|--|---|
| Agency Disclosure Notice   |  |   |  |   |
| The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. |  |   |  |   |
| PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS SHOWN IN ITEM 7.   |  |   |  |   |
| 1. FILE NO.<br>2018-4  | 2. FACILITY NO.<br>Facility <input type="text"/> | 3. DATE / TIME OF VISIT<br>2018 02 01 / 10:30:00  | 4. DATE CORRECTIVE ACTION REQUIRED<br>2018 03 30   | 5. SUSPENSE DATE<br>2018 03 01  |
| 6. TO:<br><input type="text"/>   |  | 7. FROM:<br>Ft Eustis Fire Emergency Services<br>648 Washington Blvd<br>Ft Eustis, Va 23604 | 8. TYPE OF INSPECTION<br><input type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> SPECIAL<br><input type="checkbox"/> SEMIANNUAL <input type="checkbox"/> OTHER <input type="checkbox"/> UNSCHEDULED |   |
| 9. HAZARDS/DEFICIENCIES NOTED  |  | 10. FSD   | 11. RAC  | 12. CORRECTIVE ACTION REQUIRED  |
| 1) Fire rated walls/partitions separating the administrative spaces and the warehouse space has numerous holes and some holes that are not filled with appropriate fire-stop system IAW NFPA 1 Fire Code, Section 12.7.2 and 12.7.5.1.   |  | II  |  | 1) SO# 454306 pri 2 - Submit a Service Order with the Civil Engineer Division (CED) Customer Service at (757) 878-4357 or (757) 878-5225 to have the fire rated walls repaired IAW NFPA 1. This violation has a Fire Safety Deficiency III assigned and will be tracked till corrected.   |
| 2) Internally illuminated exit signs are not installed above the egress doors in the wall toward the parking lot in Bldg. <input type="text"/> IAW Unified Facilities Criteria (UFC) 3-601-02 Section 2-2.20, the National Fire Protection Association (NFPA) Standard # 1- Fire Code, Section 14.14.1.1 Marking of Means of Egress Illumination of Signs.   |  | II  |  | 2) SO# 454308 pri 2 - Submit a Service Order with the Civil Engineer Division (CED) Customer Service at (757) 878-4357 or (757) 878-5225 to have the exit lights installed for the building to meet existing facility requirements. NOTE: All new and replaced internally illuminated egress markings must be ENERGY STAR® compliant. This violation has a Fire Safety Deficiency III assigned against it and will be tracked till corrected. |
| 3) Egress lighting system - emergency lights - are not installed in the warehouse space lighting the means of egress in the wall toward the parking lot in Bldg. <input type="text"/> nor are they in the latrines as noted in the fire inspection report from April 27, 2017 and Aug 1, 2017 IAW Unified Facilities Criteria (UFC) 3-601-02 Section 2-2.20, the National Fire Protection Association (NFPA) Standard # 1- Fire Code, Section 14.13 Emergency  |  | II  |  | 3) SO# 454309 pri 2, 27 APR and 1 AUG 17-Submit a Service Order with the Civil Engineer Division (CED) Customer Service at (757) 878-4357 or (757) 878-5225 to have the exit lights repaired. NOTE: All new and replaced internally illuminated egress markings must be ENERGY STAR® compliant. This violation has a Fire Safety Deficiency II assigned against it and will be tracked till corrected.  |
| 13. FIRE KNOWLEDGE AND CAPABILITY OF PERSONNEL WORKING IN THE FACILITY<br>SAT <input checked="" type="checkbox"/> NEED ATTN. <input type="checkbox"/><br><input checked="" type="checkbox"/> <input type="checkbox"/> A. FIRE REPORTING<br><input checked="" type="checkbox"/> <input type="checkbox"/> B. FIRE EXTINGUISHERS<br><input checked="" type="checkbox"/> <input type="checkbox"/> C. FACILITY EVACUATION<br><input type="checkbox"/> <input type="checkbox"/> D. NOT APPLICABLE  |  | 14. IF FURTHER ASSISTANCE IS NEEDED CONTACT THE TECHNICAL SERVICES AT EXT.                  |  | 15. SIGNATURE (Fire Prevention Specialist)<br>FABER, DOUGLAS E<br>17. SIGNATURE (Fire Chief)  |
|  |  |   |  | 16. DATE<br>2018-Feb-05<br>18. DATE   |

AF IMT 1487, 19990101, V3



# Fire Prevention and Protection FM Responsibilities



An inspection of a facility for which you are the functional manager has been conducted. You are required to take corrective action for the hazards and fire safety deficiencies noted in item 9. Your responsibilities regarding corrective action for hazards and corrective actions for the elimination of fire safety deficiencies are contained in AFI 91-301.

19. Indicate corrective action taken to correct hazards and deficiencies noted in item 9 and return this form to the fire protection organization no later than the suspense date indicated in item 5.

| HAZARDS/DEFICIENCIES NOTED<br>A  | DATE<br>CORRECTED<br>B | DATE<br>ENTERED IN<br>C | OTHER COMMENTS<br>D |
|--|------------------------|-------------------------|---------------------|
| 1) Fire rated walls/partitions separating the administrative spaces and the warehouse space has numerous holes and some holes that are not filled with appropriate fire-stop system IAW NFPA 1 Fire Code, Section 12.7.2 and 12.7.5.1.   |                        |                         | 1)                  |
| 2) Internally illuminated exit signs are not installed above the egress doors in the wall toward the parking lot in Bldg. <input type="checkbox"/> IAW Unified Facilities Criteria (UFC) 3-601-02 Section 2-2.20, the National Fire Protection Association (NFPA) Standard # 1- Fire Code, Section 14.14.1.1 Marking of Means of Egress Illumination of Signs.   |                        |                         | 2)                  |
| 3) Egress lighting system - emergency lights - are not installed in the warehouse space lighting the means of egress in the wall toward the parking lot in Bldg. <input type="checkbox"/> nor are they in the latrines as noted in the fire inspection report from April 27, 2017 and Aug 1, 2017 IAW Unified Facilities Criteria (UFC) 3-601-02 Section 2-2.20, the National Fire Protection Association (NFPA) Standard # 1- Fire Code, Section 14.13 Emergency Lighting |                        |                         | 3)                  |

Deficiency File 2018-4

|  |                                     |                       |
|--|-------------------------------------|-----------------------|
| 20. TYPED NAME AND TITLE OF FUNCTIONAL MANAGER | 21. SIGNATURE OF FUNCTIONAL MANAGER | 22. DATE (YYYY MM DD) |
|  |                                     |                       |



# ***Fire Prevention and Protection FM Responsibilities***



- **Corrective Action Plan.**
- For an existing facility, a mitigation/corrective action plan shall be prepared by the facility user with the support of the fire emergency service flight, the engineering flight, the operations flight (as appropriate), and wing safety.
- The plan shall specifically identify the level of occupancy and operations permitted pending the correction of the FSD. The wing commander shall approve the plan before forwarding it to the MAJCOM/A7 for informational purposes.



# ***Fire Prevention and Protection FM Responsibilities***



- Fire Drills annually at most facilities
  - Call the Fire Dept if we don't get you scheduled.
- Look for your Facility Numbers and Fire Equipment Must Be Visible at ALL TIMES!
  - Shrubs/bushes hiding hydrants, fire hookups, building number etc.
- Assembly Rooms – Occupant Load signs posted

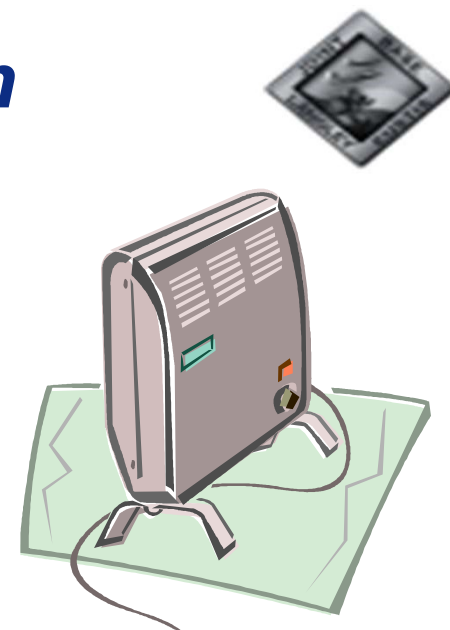




## ***Fire Prevention and Protection FM Responsibilities***

**(Portable Electric Heaters)**

# **NO!**



**Exceptions require a letter signed by commander and then sent for approval by CEO Flight Chief.**

**Fire Department will provide guidance on heater specifications and inspect for compliance after approval - Tag.**



## ***Fire Prevention and Protection FM Responsibilities***

**Welding, Cutting, Brazing, Soldering, etc.  
Basically anything that creates a spark**

**Required to obtain a Hot Work Permit**

**Obtained by calling or coming by Fire Station #1  
Must be posted in the area**

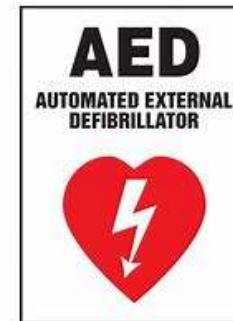




# ***Fire Prevention and Protection Responsibilities***



- In Every Fire Alarm Activation **EVACUATE!**
  - Unless otherwise instructed by Fire Dept. prior to alarm activation
- In House Mass Notification
  - Preset announcement's
  - **Not a Public Address Systems**
- Automatic External Defibrillators (AED)
  - Not to be hooked up to fire alarm
  - Local alarm for notify others that there is an emergency







# ***Fire Prevention and Protection Responsibilities***



- QUESTIONS??



## ***CE WEBPAGE***



- Link to CE Webpage:
- <http://www.jble.af.mil/Units/Army/733d-civil-engineer-division>
- Webpage has useful resources, forms, announcements etc.